



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, December 18, 2019

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



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**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**

Wednesday December 18, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance.
3. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There is a device on the podium with a green, yellow, and red light. The yellow light will come on 30 seconds before the end of the 3 minutes. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the view point of the Directors.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for December 4, 2019.
2. Approve Register of District Invoices.

D. PRESENTATIONS

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of November.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Award Contract for Conducting Oxygen Study at Plant No. 1 and the Purchase of Associated Chemicals.
2. Discussion and Possible Action Regarding Diffuser Outfall in Old River.

G. DIRECTORS' REPORTS

1. Standing Committee Reports.
2. Other Reportable Items.

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

J. CORRESPONDENCE RECEIVED (Information Only)

1. Contra Costa County Aviation Advisory Committee meeting minutes for October 10, 2019.
2. Contra Costa County Aviation Advisory Committee meeting minutes for November 14, 2019.
3. East Contra Costa Fire Protection District meeting minutes for November 13, 2019.

K. FUTURE AGENDA ITEMS

L. ADJOURNMENT

1. Adjourn to the regular meeting on January 15, 2020 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Platinum-Level of Governance

President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday December 4, 2019
REGULAR MEETING 7:00 P.M.**

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Mayer.
2. Pledge of Allegiance – Led by Director Gutow.
3. Roll Call – All Present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Public Comment Regarding;

- Information related to requesting Resolutions for the next Board and PFA Agendas.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for November 20, 2019.
2. Approve Register of District Invoices.
3. Approve Cancellation of Regular Board Meeting on January 1, 2020.
4. Approve Board and Management Attendance at the 2020 Annual State of the Town Event.
5. Approve Storage Space Lease Agreement between the Town of Discovery Bay and the Discovery Bay Lions Club and a Storage Space Lease Agreement between the Town of Discovery Bay and the Discovery Bay Community Foundation.

Motion by: Vice-President Pease to approve the Consent Calendar.

Second by: Director Leete.

Vote: Motion Carried – AYES: 5, NOES: 0

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report – No report.
2. Sheriff's Office Report – Provided an update for the month of November; burglaries and theft of the Front Entrance Lights.
3. CHP Report – Officer Thomas provided an update for the month of November; arrests, DUI, and citations. There was discussion regarding the delineators.
4. East Contra Costa Fire Protection District Report - Battalion Chief Ross Macumber provided an update regarding the number of calls, end of Fire Season (December 9, 2019), listening Campaign, and the event Santa at the Station (December 15, 2019 at Station 52 in Brentwood 10am to 1pm).

E. LIAISON REPORTS

No Report.

F. PRESENTATIONS

None.

G. BUSINESS AND ACTION ITEM

1. Discussion and Possible Action Regarding Emergency Repairs to Broken Willow Lake Waterline and Approve Resolution No. 2019-11, Declaring Emergency Repair of the Waterline, Adopting a CEQA Exemption, Approving the Project and Directing Filing of the Notice of Exemption.

General Manager Davies – Provided details regarding the broken water pipe underneath Willow Lake, fire flow issue, emergency situation and that the pipe is in need of being repaired immediately.

Public Comment Regarding;

- A different process of repair for the broken water pipe underneath Willow Lake.

Projects Manager Yeraka – Provided additional details regarding the process for emergency repair of the broken water pipe underneath Willow Lake.

Motion by: Vice-President Pease to adopt Resolution 2019-11 and authorize the General Manager to execute any and all contracts and documents necessary to carry out the project including expenditures of up to \$253,000 to replace the broken 8-inch waterline with a new 8-inch waterline utilizing Horizontal Directional Drilling.

Second by: Director Graves.

There was discussion regarding the estimated timeframe for repair (two months).

Vote: Motion Carried – AYES: 5, NOES: 0

H. MANAGER'S REPORT

None.

I. DIRECTORS' REPORTS

1. Standing Committee Reports.

- a. Finance Committee Meeting (Committee Members Robert Leete and Bill Mayer)
December 4, 2019 – Director Leete provided details of the Finance Committee meeting regarding the preliminary financing for the Denitrification Project and moving the Treasury responsibility from Contra Costa County to Town of Discovery Bay.
- b. Internal Operations Committee Meeting (Committee Members Robert Leete and Kevin Graves)
December 4, 2019 – Director Leete provided details of the Internal Operations Committee meeting regarding the Holiday schedule, Board meeting in January, and the Storage Space Lease agreements.
- c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer)
December 4, 2019 – Vice-President Pease provided details of the Water and Wastewater Committee meeting regarding the Emergency broken water pipe underneath Willow Lake and the Asset Management Plan.

Director Graves – Commented and thanked Frank Visintin on expressing his opinion.

2. Other Reportable Items – None.

J. GENERAL MANAGER'S REPORT

General Manager Davies – Provided details regarding Channel 3 news report related to the stolen front entrance lights, and Discovery Bay resident, Frank Morgan, stepped up to donate temporary replacement lights for the Holiday Season.

K. CORRESPONDENCE RECEIVED (Information Only)

1. Contra Costa County Byron Municipal Advisory Council meeting minutes for September 24, 2019.

L. FUTURE AGENDA ITEMS

None.

M. ADJOURNMENT

1. The meeting adjourned at 7:19 p.m. to the next regular meeting of December 18, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-06-19

<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

December 18, 2019

Prepared By: Julie Carter, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 321,906.06

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2019/2020.

AGENDA ITEM: C-2

For The Meeting On December 4, 2019
Town of Discovery Bay CSD
Fiscal Year 7/19 - 6/20

Veolia Water North America	\$180,710.64
J.W. Backhoe & Construction, Inc.	\$28,510.73
Neumiller & Beardslee	\$21,628.70
CaliforniaChoice Benefit Admin	\$16,038.28
U.S. Bank Corporate Payment System	\$11,443.10
Terracon Consultants, Inc.	\$9,600.00
Stantec Consulting Services Inc	\$8,961.50
Office Team	\$7,387.20
BSK Associates	\$7,213.74
Herwit Engineering	\$4,808.12
CPS HR Consulting	\$4,201.31
Precision IT Consulting	\$3,995.68
Matrix Trust	\$2,568.14
Express Employment Professionals	\$2,163.11
Lechowicz & Tseng Municipal Consultants	\$1,425.32
American Retrofit Systems	\$1,400.00
Karina Dugand	\$930.00
Caselle, Inc.	\$870.00
Brentwood Ace Hardware	\$839.31
Mt. Diablo Resource Recovery	\$789.56
Verizon Wireless	\$763.84
Bay Area Air Quality Mgmt. District	\$721.00
ReliaStar Life Insurance Company	\$650.00
Office Depot	\$605.17
Bill Pease	\$575.00
Bryon Gutow	\$460.00
Honeybee Specialties	\$350.00
Kevin Graves	\$345.00
William Mayer	\$345.00
William Engelman	\$231.59
Discovery Bay Designs	\$216.24
MailFinance	\$214.58
Alhambra	\$141.89
Belkorp AG	\$139.76
Robert Leete	\$134.72
UniFirst Corporation	\$120.90
Denalect Alarm Company	\$105.00
Discovery Pest Control	\$99.00
Lesley Marable	\$82.36
Cintas	\$71.57
Department of Justice	\$49.00
	\$321,906.06

**Town of Discovery Bay, CA
Water & Wastewater**

MONTHLY OPERATIONS REPORT

Nov 2019

3747 Days of Safe Operations
184,370 worked hours without a recordable incident

TRAINING:

- **Safety**
 - **Cold Weather**

- **Operation**
 - **None**

REPORTS SUBMITTED TO REGULATORY AGENCIES:

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**

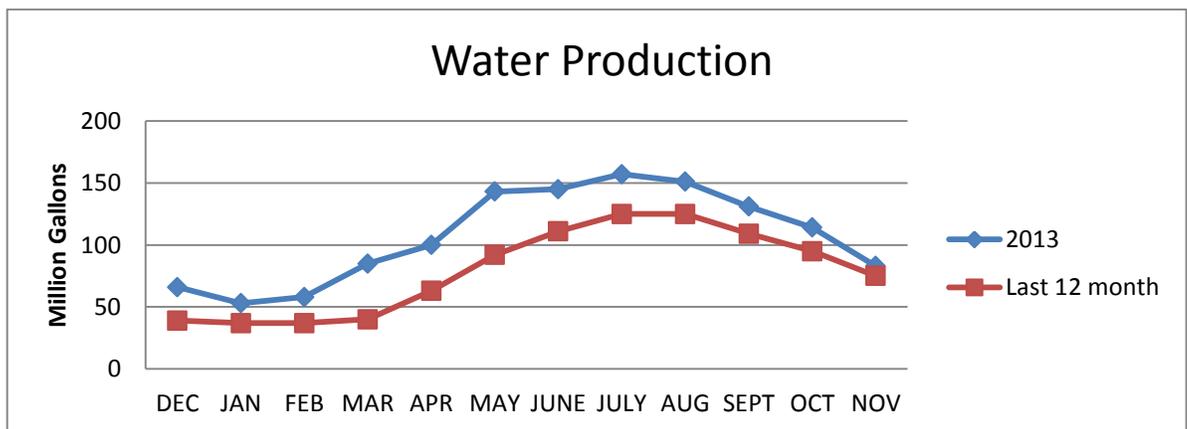
WATER SERVICES

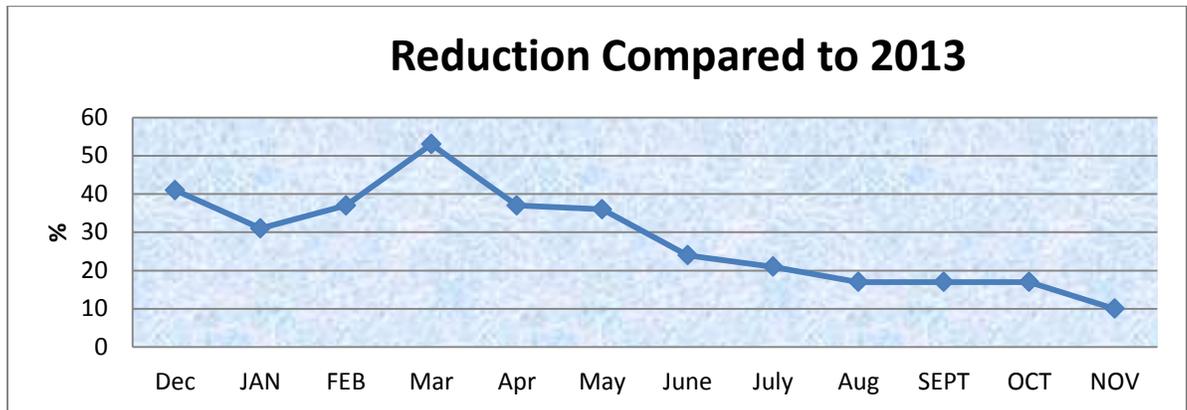
Groundwater Well:

- 1B - Active
- 2 – Active
- 4 – Active
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

2019 Monthly Water Production Table (MG):

January	February	March	April	May	June
37	37	40	63	92	111
July	August	September	October	November	December
125	125	109	95	75	





Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 16	• 0	• 0	• 0	• 0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>October Lab Data</i>	<i>November Lab Data</i>
Flow, MG Effluent, monthly total		31	32
Flow, MG Daily Influent Flow, avg.	N/A	1.2	1.3
Flow, MG Daily Discharge Flow, avg.	2.35	1.0	1.0
Effluent BOD ₅ , lbs/d, monthly avg.	350	11	23
Effluent TSS, lbs/d, monthly avg.	200*	9	25
Effluent BOD ₅ , mg/L, monthly avg.	20	1	3
Effluent TSS, mg/L, monthly avg.	10*	1	3
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	2	2
% Removal BOD ₅ , monthly avg.	85% min.	99%	99%
% Removal, TSS, monthly avg.	85% min.	99%	98%
Electrical Conductivity, umhos/cm annual avg.	2100	2263	2280

*New TSS Limit went into effect

National Pollution Discharge Elimination System (NPDES):

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 0	• N/A	• N/A	• N/A

COLLECTION

Lift Station Status:

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
• 15	• 0	• 0	• 39

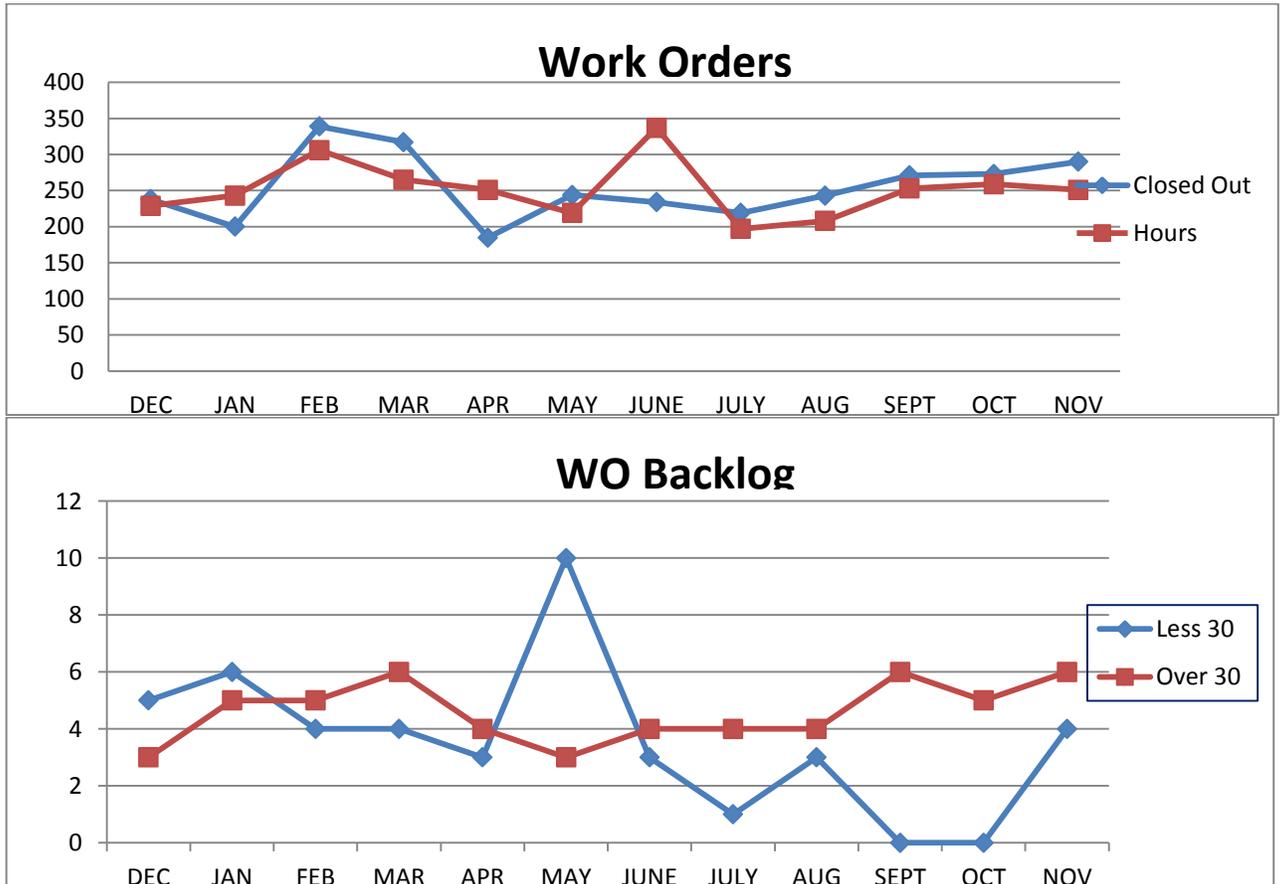
Performed weekly lift station inspections

Sewer System:

- Continue collection sanitary sewer line assessment
- Flushed/CCTV will be performed after assessment
- Manhole & covers are inspected during assessment.

MAINTENANCE

Preventive and Corrective:



Call & Emergency Response

Call Outs	Emergencies
11	0
Regular Hours	Overtime
1504	40

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

December 18, 2019

Prepared By: Gregory Harris, District Engineer, HERWIT Engineering
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Discussion and Possible Action to Award Contract for Conducting Oxygen Study at Plant No. 1 and the Purchase of Associated Chemicals.

Recommended Action

Award an Oxygen Study at Wastewater Plant No. 1 to Redmon Engineering in the amount of \$13,500.
Authorize Veolia to purchase chemicals for the study in the approximate cost of \$9,000.
Authorize the General Manager to execute all contracts and authorize up to 10% in project contingencies.

Executive Summary

The Wastewater Master Plan update identified possible deficiencies in the amount of oxygen transferred to the wastewater by the Oxidation Ditch rotors. The Master Plan Update recommended an oxygen study be done to verify the oxygen transfer rate of the existing rotors at the Wastewater Treatment Plants and any deficiencies corrected with supplemental aeration as part of the final design of the Denitrification Project.

Oxygen studies are an extremely specialized test and HERWIT contacted Redmon Engineering as the only known vendor capable of doing this test. A proposal from Redmon for the testing was provided. The cost for Redmon is \$13,500 without chemicals needed for the testing. Veolia would provide the chemicals needed and be reimbursed by the Town. The cost of the chemicals is approximately \$9,000.

Testing is scheduled to start the week of February 10, 2020.

The cost of this study is included in the Master Plan project cost of \$13,800,000 previously presented to the Board.

Staff recommends proceeding with the testing and approval of the proposal from Redmon Engineering along with a 10% project contingency.

Fiscal Impact:

Amount Requested \$22,500 plus 10% contingency
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category:

Previous Relevant Board Actions for This Item -

Acceptance of the 2019 Wastewater Master Plan Update and direction to staff to proceed on \$13,800,000 in improvements identified in the Master Plan Update

Attachments

Proposal From Redmon Engineering Dated December 11, 2019.

AGENDA ITEM: F-1

December 11, 2019

Stantec Inc.
Attn.: Jeffery Hauser
Gregory Harris

Re: Clean Water Oxygen Transfer Testing Proposal for Discovery Bay, CA

Gentlemen,

Thanks for the background information regarding the clean water oxygen transfer test of the existing surface aeration system installed at the Discovery Bay, California facility. Based on my phone conversation with Jeffery, I believe we are contemplating a total of eight clean water test runs on one of the oxidation ditches at the Discovery Bay Plant. The sodium sulfite requirement is about 1000 pounds per test, and about 6 pounds of cobalt sulfate hepta-hydrate. This quantity of Cobalt catalyst will result in a Cobalt ion concentration of between about 0.20 and 0.30 milligrams per liter. ASCE wants the Cobalt ion concentration to be between 0.10 and 0.50 mg/l.

Redmon Engineering Company (REC) proposes to conduct on-site clean water tests over a period of one to two consecutive days. REC will provide the dissolved oxygen meters and data logging equipment to conduct the tests by the latest ASCE Clean Water Oxygen Transfer Standard (ASCE/EWRI 2-06).

The test water shall be drinking water from the local public utility. Deoxygenation of the test water will be achieved by the addition of anhydrous sodium sulfite (Na_2SO_3) in excess of the stoichiometric amount required for the removal of all dissolved oxygen present in the test water, using cobalt chloride sulfate (CoSO_4) as a catalyst. In order to assure uniform distribution of the cobalt catalyst, the cobalt will be dissolved in water and added to the test basin with the aeration system at least one hour before the first addition of sodium sulfite.

Clean Water Testing Proposal for Discovery Bay, CA
December 11, 2019
Page 2

Measurement of Oxygen Transfer

Determination of dissolved oxygen concentration in the different areas of the test tank will be done using four Yellow Springs Instruments (YSI) Model 52 Dissolved Oxygen Meters and membrane probes. All DO probes will be fitted with 1.0 mil membranes.

The test basin will be divided into four approximately equal volumes. One probe will be placed near the centroid of each of the four zones. The dissolved oxygen probes will be calibrated to reflect the surface saturation value at the site barometric pressure and water temperature.

The DO versus time data for each non-steady state test run will be done automatically by connecting all four (4) dissolved oxygen meters to a laptop computer for data logging. The DO versus time data points will be taken on appropriate intervals of time and stored in an Excel spreadsheet. The non-steady state data will be analyzed using the non-linear estimation method indicated in the latest ASCE Clean Water Oxygen Transfer Standard, (ASCE/EWRI 2-06). It is assumed that the power measurements will be made by the plant or the electrical contractor on site.

A written report will be developed to identify and present the test results in a clear and concise manner. The cost for conducting the tests and analyzing the data will be a fixed fee of \$13,500. The cost of the Sodium Sulfite (eight thousand pounds of anhydrous technical grade Sodium Sulfite) to conduct eight test runs is estimated to be about \$9,000. It is hoped that the plant will be able to purchase the needed Sodium Sulfite. Redmon Engineering will help locate the source of chemical and will provide the Cobalt catalyst.

REDMON

ENGINEERING COMPANY

Clean Water Testing Proposal for Discovery Bay, CA
December 11, 2019
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Should you have any questions or concerns regarding this proposal, please do not hesitate to contact me.

Best regards,

REDMON ENGINEERING COMPANY

David T. Redmon, P.E.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

December 18, 2019

Prepared By: Gregory Harris, District Engineer, HERWIT Engineering
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Discussion and Possible Action Regarding Diffuser Outfall in Old River.

Recommended Action

Authorize Staff to Prepare and Process Any Necessary CEQA documentation for the outfall Diffuser Repairs.

Executive Summary

The Town's wastewater effluent leaving Treatment Plant No. 2 is pumped approximately one mile to Old River where it is discharged through diffusers with multiple diffuser ports to mix the effluent into Old River. The diffuser was constructed in December 2004 to comply with previous Notice of Violation by the Regional Water Quality Control Board.

A diver was hired to inspect the Diffuser in 2013. The inspection report indicated several of the diffuser ports are missing and a portion of the diffuser has become plugged and no longer operates properly.

Based on this information, the Town previously hired Advisian to prepare a report on options and costs to repair the diffuser. This report was completed in June 2018. From this report, Option 4 to repair the Diffuser in place with a larger header pipe was selected as the best alternative going forward by Town Staff. The Town set a CIP Budget cost of \$500,000 for the permits, engineering, and construction of the Diffuser repairs.

Upon Board authorization, staff shall prepare any necessary CEQA documentation for the repair to the Diffuser.

Previous Relevant Board Actions for This Item -

Authorization for construction of outfall diffuser in 2004,
Authorization to hire Advisian to prepare a diffuser report October 2017.

Attachments

AGENDA ITEM: F-2

FINAL

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
OCTOBER 10, 2019**



MEETING CALLED: Chair Maurice Gunderson called the meeting to order at 10:00 AM at Buchanan Field Airport

PRESENT: **Maurice Gunderson, Chair**, Member At-Large
Emily Barnett, Secretary, Member At-Large
Steven Starratt, Airport Neighbor – Byron Airport
Roger Bass, District II
Cody Moore, Airport Business Association
Tom Weber, Vice Chair, District IV
Eric Meinbress, Member At-Large
Dale Roberts, District I
Derek Mims, City of Pleasant Hill
Russell Roe, District V
Ronald Reagan, District III

ABSENT: **Keith McMahon**, City of Concord
Donna Dietrich, Airport Neighbor – Pacheco

STAFF PRESENT: Keith Freitas, Director of Airports
Russell Milburn, Assistant Director - Operations
Mark Goodwin, District III, Chief of Staff

COMMENTS

BY CHAIR: Chair Maurice Gunderson welcomed the attendees.

PUBLIC COMMENT PERIOD:

Keith Freitas acknowledged Alina Zimmerman's promotion to Secretary of the Public Works-Administration Division. Airport staff will be moving through the standard County process to back fill the position.

APPROVAL OF

9/12/19 MINUTES:

Moved by Ronald Reagan; seconded by Russell Roe, Yes: Emily Barnett, Tom Weber, Eric Meinbress, Steven Starratt, Dale Roberts, Cody Moore, Roger Bass and Maurice Gunderson. No: None. Abstained: None. Absent: Keith McMahon and Donna Dietrich.

APPROVAL OF

CONSENT ITEMS:

Moved by Roger Bass; seconded by Maurice Gunderson, Yes: Emily Barnett, Tom Weber, Eric Meinbress, Steven Starratt, Dale Roberts, Cody Moore, Roger Bass and Maurice Gunderson. No: None. Abstained: None. Absent: Keith McMahon and Donna Dietrich.

DISCUSSION/ACTION ITEMS:

a. Discuss items pulled from consent

There were no items pulled from consent

b. Discuss and take action as deemed necessary relative to the Byron Airport general plan amendment schedule, milestones and status of deliverables (Will Nelson, Department of Conservation and Development)

Consultants, Dudek, provided a second administrative draft environmental impact report (ADEIR). It is marginally better than the first one; however, there are still grammatical issues and other various technical problems. County staff discussed the deficiencies with Dudek, and they have reluctantly agreed to edit and clean the document prior to having County staff review again. Will Nelson, the project manager, is giving Dudek one more chance to revise and submit the ADEIR. If unsuccessful, staff will have to cancel the contract and staff will move through the standard County process of putting out a new solicitation. The revised ADEIR is expected to be submitted this month to County staff. The AAC expressed their frustrations with Dudek. Airport staff thanked the AAC for their efforts in assisting with and taking action as deemed necessary as it relates to the Byron Airport general plan amendment.

c. Discuss the Bay Area Aviation Technology Test Site (BA²T²S) update

Keith Freitas acknowledge that the County has some official warehouse hanger space, such as 280 and 288 Buchanan Field Road, available to market for startup companies interested in coming to both Buchanan Field and Byron Airport. Maurice Gunderson expressed UAV development at the Byron Airport is an allowable use under the current airport general plan because they are aviation related and therefore are not impacted by the general plan amendment process. The Singapore Economic Development Board stopped by for a tour and to discuss aviation testing opportunity. The Singapore Board was very intrigued at what the County is doing here and looks forward to doing future business with the Airport. Director Freitas expressed that in 30 years in aviation, he's never seen this amount of energy and interest in the airports potential.

d. Discuss new proposed locations of the public viewing plaza, control tower and other impacts with the new general aviation terminal, aircraft rescue and firefighting facility and administration office, Buchanan Field Airport

Emily Barnett expressed concern that the new terminal will affect the public viewing plaza. Keith Freitas talked about how much space the new terminal will take and fencing around the ramp so that people will have an area to walk around. New restrooms will be proximate to, and available for the public viewing area. Concerns of where JSX and others will go during the construction process were raised, however, Keith Freitas said we will address that when the time comes. Airport staff will meet with Federal Aviation Administration (FAA) following week to discuss funding. Would like to start construction in 2021. Roger Bass asked AAC board members to send pictures of any airports that they might be visiting soon.

e. Discuss the current gate access control policy for affiliates, Buchanan Field and Byron Airport

Russell Milburn went over rules, violations, and consequences. Keith Freitas then went to explain the importance of not piggy backing through the gates and that a tenant has a problem with this situation to

immediately contact operations. Tenant/affiliate should stop in front of gate to make sure it closes completely, and that no unauthorized person has entered. Eric Meinbress suggested a softer approach with tenant. Talks of additional signs being put up at the gate to help remind tenants of the rules Tenant should make sure affiliate members knows and follows all the rules. Emily Barnett brought up the possibility of rewarding tenants who follow the rules. The AAC thanked both Keith Freitas and Russell Milburn for attending the breakfast and bringing awareness to gate access pros and cons.

f. Discuss and accept the AAC meeting schedule for 2020

Ronald Reagan moved for the approval of the 2020 AAC meeting schedule and it was 2nd by Maurice.

g. Discuss airport security and the proposed location for them, Buchanan Field and Byron Airport

Russell Milburn presented a draft of proposed new “Airport Video Monitoring” signs, and their proposed placement, for both Buchanan and Byron. Concerns were brought up that in a 30mph zone users will not see or pay attention to a sign and just ride right past it. Ronald Reagan suggests putting sign somewhere where traffic is slower or stopped. Russell Milburn explained that the size they plan on using is 8x8 ft, which will be hard to miss and will consider speed for locations. The idea to also light the signs was also discussed.

h. Discuss and review proposed Buchanan Field and Byron Airport FAA Capital Improvement program 2020-2035

Keith Freitas mentioned upcoming meeting with FAA regarding funding for the County’s capital improvement program list. They discussed projects eligible for funding, with the new terminal coming up first. Ronald Reagan had some concerns with Byron Airport being last on the list. Self-serving fuel is slowly moving through the permit process. Maurice Gunderson acknowledged how well Keith Freitas did with putting together the 2020-2035 Capital Improvement Program.

FUTURE AGENDA ITEMS/COMMENTS

- **Discuss new proposed locations of the public viewing plaza, control tower and other impacts with the new general aviation terminal, aircraft rescue and firefighting facility and administration office, Buchanan Field Airport**
- **Discuss the Bay Area Aviation Technology Test Site (BA²T²S)**
- **Discuss driving on airport grounds and challenges**
- **Discuss statement showing support to Will Nelson of the Department of Conservation and Development not being help responsible for the lack of the contractor’s activity**
- **Discuss MDPA updates**
- **Discuss grant award**
- **Discuss self-serving fuel**
- **Discuss LAANC update**

ADJOURNMENT: The Chair adjourned the meeting at 11:23 AM.

DRAFT

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
NOVEMBER 14, 2019**

MEETING CALLED: Chair Maurice Gunderson called the meeting to order at 10:03 AM at Buchanan Field Airport

PRESENT: **Maurice Gunderson, Chair**, Member At-Large
Emily Barnett, Secretary, Member At-Large
Steven Starratt, Airport Neighbor – Byron Airport
Roger Bass, District II
Tom Weber, Vice Chair, District IV
Eric Meinbress, Member At-Large
Dale Roberts, District I
Derek Mims, City of Pleasant Hill
Russell Roe, District V
Ronald Reagan, District III
Keith McMahon, City of Concord

ABSENT: **Cody Moore**, Airport Business Association
Donna Dietrich, Airport Neighbor – Pacheco

STAFF PRESENT: Keith Freitas, Director of Airports
Beth Lee, Assistant Director - Administration

COMMENTS

BY CHAIR: Chair Maurice Gunderson welcomed the attendees.

PUBLIC COMMENT PERIOD:

Keith Freitas reminded everyone that Santa is coming to Buchanan Field Airport on Saturday, December 7, 2019 at 10am.

Ronald Reagan suggested that a change should be made to the September minutes regarding the Vasco Road-Byron Highway Connector. On the minutes, it states that it would need a majority vote to pass, when it should have stated that it would need a super majority vote in order to pass.

Maurice Gunderson acknowledged AAC member Donna Dietrich will be out for a while recovering from surgery due to a bad fall.

APPROVAL OF

10/10/19 MINUTES: **Moved by Derek Mims; seconded by Roger Bass. Yes: Emily Barnett, Russell Roe, Tom Weber, Eric Meinbress, Ronald Reagan, Steven Starratt, Dale**

Roberts, Keith McMahon and Maurice Gunderson. No: None. Abstained: None. Absent: Cody Moore and Donna Dietrich.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Eric Meinbress; seconded by Russell Roe. Yes: Emily Barnett, Ronald Reagan, Tom Weber, Derek Mims, Steven Starratt, Dale Roberts, Keith McMahon, Roger Bass and Maurice Gunderson. No: None. Abstained: None. Absent: Cody Moore and Donna Dietrich.

DISCUSSION/ACTION ITEMS:

a. Discuss items pulled from consent

The County Ordinance noise violation letters from January to October 2019 was pulled. Daniel Wick discussed letters and the importance of managing noise and restrictions. Airport staff will continue contacting local airports, flight schools, and clubs to remind them of the County Airport Ordinance flight restrictions.

b. Discuss the take action as deemed necessary relative to the Byron Airport General Plan Amendment. Schedule, milestones and status of deliverables

Beth Lee acknowledged that consultants are aware that County staff is very displeased with the work product we've received so far. A senior level manager has agreed to be more involved and help oversight the process. At a previous meeting, the consultants presented County staff with a revised administrative draft environmental report but there were grammatical/reference mistakes and some of the chapters (like transportation) needed more extensive revisions. A meeting was scheduled the following week with the traffic consultants, DCD, and Airport staff and we should have more information in the next 30 days. Keith Freitas informed everyone that both supervisors, Burgis and Mitchoff, gave Will Nelson, the project manager from the Department of Conservation and Development the authority to terminate the contract if he feels that they cannot deliver a good document. He also explained the risk of starting all over with a new contract and feels it's best to try and salvage the contract already in place if we can. If we were to start over, Emily Barnett suggested we ask for some sort of refund from the company.

c. Discuss the Bay Area Aviation Technology test site (BA²T²S) update

Keith Freitas stated that the County had a visit from Singapore Economic Development Board. They toured the Buchanan Field Airport for a couple of hours; they were very pleased with what they saw and eager to work with the Airport. Due to their congested airspace, Singapore doesn't allow much testing done there at present and are looking at testing options in the United States. The FAA already has seven pilot program locations designated for drone testing; New Mexico, Nevada, North Dakota, Texas, Alaska, New York, and Virginia. Originally the plan was to potentially partner with Nevada but we didn't get much interest most likely because they look at us as a competitor. Alaska, New Mexico and North Dakota have all expressed interest in partnering with the County. We are currently leaning more towards Alaska, which already has partnered with airports in Hawaii, Oregon, Iceland, Kansas and Mississippi. Airport staff is also researching an option to develop a COA (Certificate of Authorization) to attract testing.

Keith McMahon expressed that the public may have concerns with using terms such as drones, UAS, and VAS. He suggested that the public information be more informative.

d. Review of airport items discussed at the November 2, 2019 MDPA breakfast meeting

Maurice Gunderson expressed how important it is for Airport staff to attend these breakfast meetings to keep them updated with what's going on with AAC and items discussed. Beth Lee explained that all items on the current agenda were discussed at the breakfast meeting. One exception is advising the MDPA participants that we expect to start a master plan for Buchanan Field Airport in either 2021 or 2022 depending on funding. She encouraged everyone to be involved as it might have some changes that affect the airfield and airport stakeholders.

e. Discuss the current gate access control policy

Keith gave an update on the importance of not allowing piggy-back access through the vehicle gates. Airport staff is currently working on putting up painted "HOLD HERE" signs near the reader box to help prevent piggy backing.

f. Discuss terminal building design update

Pictures of the new building design for the new general aviation, aircraft rescue & firefighting (ARFF) facility, and administration office at Buchanan Field Airport were presented. Keith mentioned that now is the time to voice any suggestions stakeholders may have regarding the building site plan and design. Emily Barnett was very pleased with design; especially with the number of conference rooms. The building size is just under 20,000 sq. ft. and once the funding is received, we have the green light to move forward with completing the plan sets and building permit process. Questions about adding a second floor in the future were raised, but due to all the ADA requirements, that would roughly cost a minimum of \$1,000,000. The site plan was designed to allow expansion to the north and south.

In the current Master Plan, the best location for the tower would be on the west side of Buchanan Field. Maurice Gunderson informed the committee that original tower was located on the west side. Airport Staff is working with various FAA parties to find funding for a new tower which is estimated to cost about \$12,000,000.

g. Overview of habitat conservation program for Byron Airport

Daniel Wick explained the Brushy Creek Conservation Bank (BCCB) and the Byron Airport Habitat Management Land (HML) Conservation Easements and Habitat Management Plans specify actions and goals for conservation, such as grazing to achieve target grass heights, in support of Kit Fox and Burrowing Owl. The Range Manager visits a minimum of 7 times a year to report on habitat conditions and monitor cattle grazing on the Byron Airport HML. The Wildlife Biologist generally perform biennial and every-fifth-year visits, to monitor special status species on the Byron Airport HML. More than half of the Byron Airport (830 acres) property is set aside for HML which was required to construct the airport. Dale Roberts asked to get updates on how the plants and animals were doing. The Airport does not receive money to pay for the Range Manager and Biologist. The 120-acres BCCB was donated to the County in 2016 and is within the runway safety area for the airport and has conservation easements for the protection of burrowing owls.

h. Discuss status update of development proposed for Parcel C (northwest corner of Marsh Drive and Solano Avenue)

This agenda item was deferred to the AAC meeting in December.

i. Discuss status update of the PFAS work plan for Buchanan Field Airport

This agenda item was deferred to the AAC meeting in December.

j. Discuss status update of development proposed for 16 acres across from the director of airport office

This agenda item was deferred to the AAC meeting in December.

k. Discuss status of the aviation development on 3 acres at Byron Airport

This agenda item was deferred to the AAC meeting in December.

l. Discuss status update for 3-acre light industrial project at Buchanan Field

This agenda item was deferred to the AAC meeting in December.

FUTURE AGENDA ITEMS/COMMENTS

- **Discuss status update of development proposed for 4.6 acres parcel c (northwest corner of marsh drive and solano avenue)**
- **Discuss status update of the PFAS work plan for Buchanan Field Airport**
- **Discuss status update of development proposed for 16-acres across from the director of Airport Office**
- **Discuss status of the aviation development on 3-acres at Byron Airport**
- **Discuss status update for 3-acre light industrial project at Buchanan Field**
- **Discuss 280 & 288 Buchanan field road appraisal and rental agreement**
- **Discuss marsh bridge replacement project (Neal Leary)**
- **Discuss final budget for the fiscal year 2018/2019**
- **Discuss safety of driving on Airports**
- **2019 AAC Annual Report**

ADJOURNMENT: The Chair adjourned the meeting at 11:30 AM.



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Adam Langro

Carrie Nash

Brian Oftedal
President

Stephen Smith
Vice President

Joe Young

MINUTES

Board of Directors Regular Meeting Brentwood City Council Chambers, 150 City Park Way, Brentwood

Wednesday, November 13, 2019

6:30 PM

1. Call to Order (6:30 p.m.)
2. Pledge of Allegiance – Led by Chief Helmick (6:31 p.m.)
3. Roll Call – All five Board Members Present (6:32 p.m.)
4. Presentations – None (6:32 p.m.)
5. Public Comment – None (6:32 p.m.)
6. Consent Calendar - (6:33 p.m.)
 - 6.a. Approve October 9, 2019 Board Meeting Minutes
 - 6.b. Approve Policies 285 - Grants Policy and 320 - Outside Employment Policy
 - 6.c. Receive Update on Health and Welfare Benefits and Rates, Authorize Contracts for Dental Insurance through Special District Risk Management Authority

There was no public comment.

Motion to approve Items 6 a through c (including a REVISED Grants Policy attached to Item 6b): Director Young

Second: Director Nash
Motion Passed by Roll Call Vote: 5:0:0

7. New Business

- 7.a. Introduce and Waive First Reading of Ordinance Adopting Modified 2019 California Fire Code and Schedule Public Hearing – Presented by Fire Marshal Aubert (6:35 p.m.)

There was no public comment.

Motion to Introduce and Waive the First Reading of the Ordinance and to Set the Public Hearing on December 11, 2019: Director Young
Second: Director Smith
Motion Passed by Roll Call Vote: 5:0:0

- 7.b. Hold Public Hearing On and Adopt Resolution Confirming Itemized Reports for Weed Abatement Costs for Parcels and Authorizing Fire Chief or Designee to Impose Special Assessments as Liens on Parcels – Presented by Fire Marshal Aubert (6:37 p.m.)

- (1) Present Oftedal opened the Public Hearing
- (2) Staff Report was presented by Fire Marshal Steve Aubert
- (3) Board questions of Staff from Vice-President Smith and Director Young
- (4) President Oftedal opened public comments. There was no public comment.
- (5) President Oftedal closed public comment
- (6) Board Discussion

Motion to Adopt the Resolution: Director Young
Second: Director Nash
Motion Passed by Roll Call Vote: 5:0:0

8. Report of the Fire Chief / Informational Staff Reports

- 8.a. Grants Update – Presented by Fire Marshal Aubert (6:42 p.m.)
- 8.b. Legislative Update – Presented by Chief Helmick (6:44 p.m.)
- 8.c. Station 55 Update – Presented by Business Services Manager Regina Rubier (6:52 p.m.)
- 8.d. Type 1 Apparatus Update – Presented by Chief Helmick (6:53 p.m.)

- 8.e. Prevention Update – Presented by Fire Marshal Aubert (6:54 p.m.)
 - 8.f. Operational Update – Presented by Fire Marshal Aubert (6:56 p.m.)
 - 8.g. Public Outreach and Educational Activities Update – Presented by Fire Marshal Aubert (7:09 p.m.)
9. Board Reports and Requests (7:11 p.m.)
- ❖ Director Young – Working with staff on review of financial reports.
 - ❖ Director Smith – Attended the Brentwood City Council and Bethel Island MAC Meetings and the Roundtable on Impact Fee legislation hosted by Assembly Member Grayson.
 - ❖ President Oftedal – Attended “Coffee with the Chief.” Working to set up a quarterly meeting with the Assembly Member Frazier’s office.
10. Date and Place of Next Meeting: (7:12 p.m.)
- Wednesday, December 11, 2019
 - 6:30 p.m.
 - Brentwood City Hall
 - Council Chambers
 - 150 City Park Way
11. Adjourn (7:12 p.m.)